



Colorado • Montana • North Dakota • South Dakota • Utah • Wyoming

ASPIRE BOARD MEETING
May 1-3, 2016
Denver, Colorado
Submitted by Jami Bayles
OFFICIAL MINUTES – APPROVED 9/30/16

IN ATTENDANCE OFFICERS

Joseph Aguirre, President
Kyle Ethelbah, President-Elect
Jamie Manzanares, Past-President
Jami Bayles, Secretary

ABSENT

Treasurer, Vacant

STATE PRESIDENTS

Khara O’Connell, Colorado State President
Kelly Buck, Montana State President
Dennis Stangl, North Dakota State President
Peggy Madrid, South Dakota President
Rebecca Tierney, Utah State President
Paul Hesco, Wyoming State President

CALL TO ORDER

Meeting was called to order by Joseph Aguirre at 7:50pm. Roll call was made and Paul Hesco was appointed Parliamentarian.

ADOPTION OF AGENDA

Joseph distributed a proposed agenda to the Board. Jamie Manzanares moved to accept the agenda. Paul seconded and the agenda was approved.

APPROVAL OF MINUTES

Minutes from the January 23-25, 2016 ASPIRE Board meeting were reviewed. With no corrections, the minutes were accepted as written.

ART QUINN MEMORIAL AWARD

Executive Session

The ASPIRE Board went into Executive Session at 7:57pm to discuss Art Quinn Memorial Award nominations. The ASPIRE Board left Executive Session at 8:13pm.

Committee Meeting and State President Absentee Voting Procedures

For purposes of clarity and consistency, procedures regarding committee meetings and state president absentee voting was discussed among the board for the purposes of clarity and consistency.

ACTION ITEMS

1. Khara made a motion for the Operating Guidelines to reflect that all committees be open to any aspire member to attend. Kelly seconds and discussion ensued. Dennis moved to table the motion. Kelly seconds and motion carried.

2. Khara made a motion that Operating Guidelines 2.1.4 add that the person the state president sends to attend the board meeting in their place have voting privileges. Jamie seconds and motion carried.

The Board recessed at 8:52pm on Sunday, May 1, 2016, and reconvened at 8:13am on Monday, May 2, 2016.

Guests: Ally Garcia, Brandi Scott, Lucia Delagado, Michael Wade

Accountant responsibilities, Financial Planner, and Credit Card Caps.

Joseph reported that Dawn Eckhardt has resigned as Treasurer and John Shafer has agreed to step back into the role of Treasurer pending Board approval. For clarification, Jamie asked if we had a list of responsibilities and expenditures for the ASPIRE Accountant. It was reported that the additional costs for an outside accountant was approximately \$10,000. An audit will be implemented immediately following the resignation of Dawn.

Jamie explained that ASPIREs CDs are only making approximately 1%. He suggested that they could take the audit budgeted amount for the odd years and use that money on a financial planner. Discussion ensued on how to best spend the money, which will be discussed further in October.

Joseph gave a brief explanation of what happened with the credit card cap, and how he was charged an overage fee because of it.

ACTION ITEMS

1. Khara moved to re-open the RFP for fact finding purposes. Paul seconded, discussion ensued, and the motion was carried.
2. **Tabled Item from Sunday, May 1.** After much discussion, Rebecca made motion that all ASPIRE committee meetings be open. Paul seconded, Jami abstained, and motion carried.
3. Kyle made a motion to incorporate into the Operating Guidelines and state that all committee meetings to be open under section 6.1. Rebecca seconded, Jami opposed, and motion carried.
4. Kyle made a motion to adjust Operating Guidelines 6.1 to indicate that committees will need special permission by the executive board to meet in executive session. Jamie seconded and motion carried.

Conference Updates

2016 Conference: Brandi Roesener called in and gave the Board a conference update. She stated that the deadline for proposals is May 31st. There are already a lot of sessions for beginners, and a lot for miscellaneous, but they need at least seven more sessions to offer. The keynote speaker will be Pete Simpson, and will offer a “Legends Panel” comprised of former ASPIRE leaders.

2017 Conference: Kyle reported that Rebecca will Chair the region conference in Salt Lake City. Committee chairs are in the process of being appointed, and Kyle discussed possible themes. Jamie recommended that Kyle reach out to resources in other states because there is a lot of talent in the region.

2018 Conference: Kelly Buck distributed the HPN (Hospitality Performance Network) to the Board for review.

Regional Salary Survey

Kyle gave an update and showed the current draft survey. Recommendations came from the board and a final version will be sent out by May 13.

Social Justice Committee

Brandi Scott gave an update on Social Justice. This is a new committee with 5-6 members, but still has no representation from South Dakota and Utah. They have been meeting bi-weekly and have submitted a conference proposal for Jackson. Examples include Black Lives Matter, Health Care, serving undocumented students in TRIO programs, and multicultural centers on campus.

Government Relations and ELI

Mike Wade explained the impact of #TRIOTuesday. He reported that the federal fiscal year for 2017 will begin Oct 1, 2016. He encouraged all states to maintain contact with their reps and reminded them to follow up after Policy seminar. He also gave an update on his plans for the Emerging Leaders Institute and asked for feedback from state presidents on how to best facilitate it.

TRIO Directory

Joseph wanted an updated list of all TRIO Directors, including those who may not be members. He asked the board to disseminate information regarding the Legs & Regs training to all TRIO personnel, in an effort to try and bridge the gap between members and non-members.

The Board recessed at 12:03pm for lunch, reconvened at 2:18pm

Development

Jami distributed the ASPIRE Development report to the state presidents. She encouraged them to follow up with COE if automatic payment amounts are not consistently being taken out. Joseph asked that all presidents contact institutions whose COE Memberships are due or eligible for discounts by May 13th. Jami then discussed Development Awards and asked for feedback from the Board.

TREASURER'S REPORT

The position of ASPIRE Treasurer is vacant due to the resignation from Dawn Eckhardt via email on April 29, 2016 with the following budget update.

ASPIRE REGION BUDGET, 2016					
		As of 4/29/16			
Current Checking Balance		\$ 190,620.61			
Current Savings Balance		\$ 1,524.13			
Emergency Fund/CD Balance		\$ 103,288.85			
Net Assets		\$ 295,433.59			
Income	2016 Budget	2016 Actual			
Membership, Personal	\$ 12,000.00	\$ 4,670.00			
Project Memberships	\$ 8,000.00	\$ 2,100.00			
Personal Donations	\$ 3,000.00	\$ 2,936.56			
Interest Income	\$ 675.00	\$ 0.19			
Conference	\$ 97,000.00				
ELI	\$ 1,000.00				
<i>Total Income</i>	\$ 121,675.00	\$ 9,706.75			
General Expenses			Committee Expenses		
General Operating	\$ 500.00	\$ 239.34	Archivist	\$ 300.00	
Bank and Credit Card Fees	\$ 100.00	\$ 169.28	Awards	\$ 850.00	
Credit Card Processing Fees	\$ 3,000.00	\$ 1,328.14	Development	\$ 350.00	\$ 835.94
Executive Board	\$ 20,000.00	\$ 6,894.37	Governmental Relations	\$ 15,000.00	\$ 11,927.94
COE Board Travel	\$ 12,000.00	\$ 180.00	ELI	\$ 2,000.00	
Insurance and Bond	\$ 2,450.00	\$ 313.00	Membership	\$ 200.00	\$ 90.00
Accountant	\$ 2,000.00	\$ 120.00	State Initiatives	\$ 1,500.00	
Audit	\$ 2,000.00		TRIO Achievers	\$ 1,000.00	
Website and Domain	\$ 300.00	\$ 247.53	<i>Total Committee Expenses</i>	\$ 21,200.00	\$ 12,853.88
Event Espresso	\$ 125.00				
COE Membership	\$ 4,000.00				
Conference	\$ 54,000.00	\$ 6,273.45	Total Income	\$121,675.00	\$ 9,706.75
Legs & Regs	\$ 10,000.00	\$ 4,116.00	Total Expenses	\$131,675.00	\$ 32,734.99
<i>Total General Expenses</i>	\$ 110,475.00	\$ 19,881.11	Net Gain or Loss	\$ (10,000.00)	\$ (23,028.24)

ACTION ITEMS

1. Jamie motions to accept the resignation from Dawn Eckhardt as ASPIRE Regional Treasurer effective May 2nd. Dennis seconds and motion carried. Jamie recognized Dawn and her dedication to ASPIRE.
2. Kyle made a motion to add a clause in the Operating Guidelines Section 2.1.3 that states "in the event that the secretary or treasurer is unable to complete his/her term of office, the board shall appoint an individual to fulfill that office until the next election" Jamie seconded and motion carried.
3. Dennis moved to appoint John Shafer as Treasurer. Jamie seconded and motion carried.

The Board Recessed at 3:37pm, and Reconvened at 3:56pm.

John Shafer called in and gave a brief report based on the latest information received from Dawn.

Legs & Regs Update

Joseph gave an update on the Legs & Regs training which will be held in conjunction with the ASPIRE region conference in Jackson. Room rates will be \$159 for Friday & Saturday. There is also an additional resort fee at approximately \$30 per day. On Sunday, the rate will be \$115. Registration will be free for ASPIRE members, but may require a \$40 to cover the meal cost. Registration for non-ASPIRE members is \$350.

Presidents 16-17 Priorities

Kyle informed the Board of his goals as ASPIRE President for the upcoming year. He discussed his plan to build partnerships with NASPA (Student Affairs Administrators in Higher Education), and NASFAA, and strategies for the COE Giving Campaign. He also updated the Board on future conference outcomes, objectives, and priorities.

The Board meeting recessed at 4:55, and reconvened at 8:11am on May 3, 2016.

STATE REPORTS

Each state president gave a brief summary of their state report. Full state reports will be uploaded to the ASPIRE website.

Spraggins Grant

Khara O'Connell updated the Board on the Spraggins Grant. Four (Colorado, Montana, South Dakota, and Utah) states have submitted grant proposals to COE. She explained that some proposals were not received due to a change in personnel at COE, which will also cause a delay in awards. She reported that North Dakota and Wyoming can still submit proposals, and asked Joseph if he would follow up with COE at the Director's conference in September.

GOOD OF THE ORDER

Rebecca reminded the Board, for purposes of vetting individuals for the upcoming ASPIRE President-Elect position, that the last five ASPIRE Presidents have been male. Rebecca also asked about the role of Corporate Development. Discussion ensued.

MOTION TO ADJOURN

Joseph called for a motion to adjourn. Dennis so moved, Rebecca seconded and motion carried. The 2016 May ASPIRE Board meeting adjourned at 10:01am.